

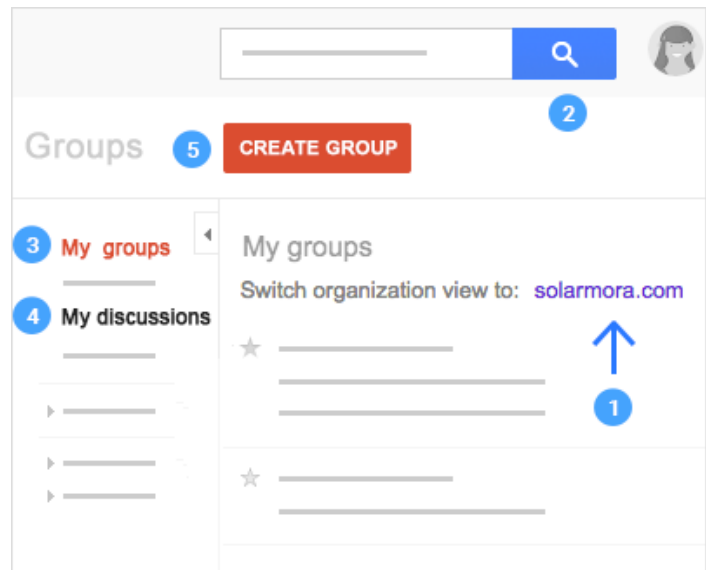


## Groups Cheat Sheet

Manage and participate in online discussions with Google Groups.

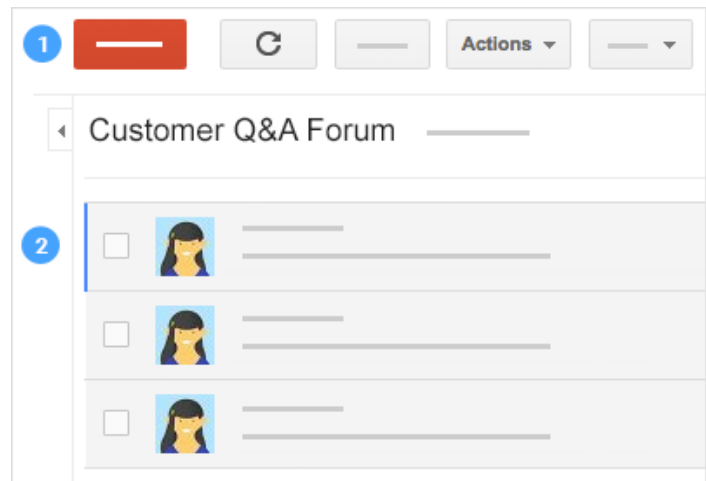
### 1 Access your groups, or create new ones.

- 1 **Switch from public Groups to your organization's Groups**  
**Note:** If you create a new group before switching your organization view, your group will be publicly visible and appear in Google Search results. Make sure you create your groups in the right place!
- 2 **Search for groups and messages** Find groups to join or posted information you need.
- 3 **View Groups you've joined**
- 4 **See content you've posted**
- 5 **Create a new group** Create a Q&A forum for your customers, a mailing list for your team, and more!



### 2 Participate in group discussions.

- 1 **Post new topics or questions**
- 2 **Participate in a discussion** Click any topic to reply, print discussions, delete messages, and more.



### 3 Manage your groups.

- 1 **Change your Groups settings** Edit membership settings, email subscriptions, update notifications, and more.
- 2 **Manage selected topics** Close a topic to replies, delete topics, and more.\*
- 3 **Manage group members** Invite or directly add new people, change members' permissions, remove people from the group, and more.\*

\*Group owners and managers only

